

**APPLY IN PERSON:**

Employment Information Center (8am-5pm, Monday-Friday)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A, San Diego, CA 92101  
**WEBSITE:** [www.sandiego.gov/empopp](http://www.sandiego.gov/empopp)

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107  
**24 Hour JOBLINE:** (619) 682-1011

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**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

**Page 1 of 2**

**#T2805 ETHICS COMMISSION TRAINING AIDE**

**MONTHLY SALARY: \$3560 to \$4293**

**APPLICATION FILING PERIOD: FIRST DATE:** April 4, 2008

**LAST DATE:** May 9, 2008

Applicants are encouraged to apply online: <https://apps.sandiego.gov/pjaol/currjob/open.jsp>. Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Future application filing periods may be announced.

**THE POSITION:** The Ethics Commission Training Aide assists with the administration of an on-line ethics training program; assists with the scheduling, coordination, and facilitation of live ethics training sessions; compiles materials for live training sessions; maintains a database of all City officials who are subject to ethics training; interacts with City employees, City consultants, City board and commission members, and various City liaisons in order to facilitate compliance with training obligations; prepares reports; provides back-up administrative support to the Ethics Commission secretary; performs subprofessional budgetary and administrative duties; and performs other related duties as assigned.

**MINIMUM REQUIREMENTS:** You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

**EDUCATION:** Successful completion of 60 semester/90 quarter college units. **You must submit proof of degree/transcripts with your application.**

**-AND-**

**EXPERIENCE:** Two years of experience performing a variety of subprofessional administrative, personnel, budgetary, or related work or studies. Qualifying experience includes: analyzing budget status reports and expenditures; assisting in the preparation of budgetary materials by analyzing budget status reports and expenditures and reviewing line item details; reviewing job applications for compliance with employment standards; researching position duties and recommending appropriate job classifications; developing, administering or coordinating testing processes; conducting research studies and making recommendations for action in written reports where judgment and interpretation of policy are required.

**HIGHLY DESIRABLE QUALIFICATIONS:** Two years experience assisting in the development or administration of an adult training program.

**LICENSE:** A valid California Class C Driver's License **may be required at the time of hire.**

**HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

**HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**ONLINE (Internet Submission)**

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet. **THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

**SUPPLEMENTAL QUESTIONS:** In Section 4 of the application, you **MUST** respond to the following numbered questions. Read the directions on the application form carefully and be sure to follow all instructions. **Your application will NOT be processed and you will NOT be placed on the eligible list(s) if these questions are not answered.**

1. Indicate which college degrees(s) you have, and the total number of semester/quarter units you have completed. **Proof of degree/transcripts must be submitted with your application.**
2. Indicate how you are meeting the **EXPERIENCE REQUIREMENT** and describe in detail the full range of duties you performed. Specify your level of responsibility and at which employer (A, B, C, etc.) these duties were performed.
3. Specify in detail the **HIGHLY DESIRABLE** experience you have with regard to planning, developing, and administering an **adult** training program. Specify your level of responsibility and at which employer (A, B, C, etc.) these duties were performed.
4. Describe in detail the projects or duties you performed that required a significant use of Microsoft Excel, Access, or any other database application, and indicate your proficiency level (i.e., limited, moderate, extensive) with regard to each application. Identify the employer (A, B, C, etc.) for whom these projects or duties were performed.
5. Describe in detail your experience acting as a liaison between multiple departments, offices, or agencies. Identify the employer (A, B, C, etc.) for whom these duties were performed.

MAS/April 4, 2008/Administrative Aide II (*Recruiting Title: Ethics Commission Training Aide*)/ Class 1107

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**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**